

# STUDENT HANDBOOK

## K5 – 12<sup>TH</sup> Grade



***GROUNDING IN TRUTH THROUGH GOD'S WORD  
SUPERIOR ACADEMICS IN A CHRISTIAN ENVIRONMENT  
BUILDING CHARACTER FOR GLOBAL IMPACT***

1. STATEMENT OF FAITH .....	4
2. MISSION STATEMENT AND SCHOOL PURPOSE .....	4
3. OBJECTIVES IN EDUCATION .....	5
4. ACCREDITATION/ASSOCIATION .....	5
5. BIBLE CURRICULUM .....	5
6. TEACHER STANDARDS .....	6
7. ADMISSION PROCEDURE .....	6
8. THE SCHOOL DAY .....	7
9. SMARTCARE SYSTEM .....	7
10. REGISTRATION FEES .....	7
11. INVESTMENT .....	7
12. LUNCH PROGRAM .....	8
13. BOOK FEES .....	8
14. STANDARDS OF CONDUCT .....	8
15. PROHIBITED ACTIVITES: .....	10
16. DISMISSAL PROCEDURE .....	12
17. DISCIPLINE .....	13
18. SUSPENSION OR DISMISSAL .....	14
19. WITHDRAWALS .....	15
20. TEACHER COMMUNICATION .....	15
21. ABSENCES .....	15
22. TARDIES .....	16
23. MAKE-UP WORK .....	16
24. SENIOR POLICY .....	17
25. DUAL ENROLLMENT .....	17
26. REPORT CARDS .....	17
27. HOMEWORK .....	19
28. CELL PHONE POLICY .....	19
29. TABLET DEVICE POLICY .....	20
30. SOCIAL MEDIA POLICY .....	20
31. INCLEMENT WEATHER .....	20
32. LOST AND FOUND .....	20
33. SEARCH AND SEIZURE .....	20

34. CAMPUS SECURITY..... 21

35. SCHOOL DRESS ..... 21

36. ACA UNIFORM DRESS CODE GUIDELINES FOR GRADES K5-12 ..... 22

37. PRIVATE MUSIC LESSONS..... 26

38. BEFORE AND AFTER SCHOOL CARE..... 26

39. JUPITER GRADES..... 26

40. VISITORS ..... 27

41. MISCELLANEOUS SCHOOL ACTIVITIES ..... 27

STATEMENT OF COOPERATION AND AGREEMENT..... 28

APOSTOLIC CHRISTIAN ACADEMY (ACA), in addition to being an institution of education, is a channel through which the Lord Jesus Christ can be more clearly revealed. However, in this context, it is necessary for us to present a clear statement of our faith in the Lord Jesus Christ and the Holy Bible. We should combine with that statement a substantive and definitive school purpose.

## **1. STATEMENT OF FAITH**

We believe the Bible to be the inspired, the only infallible Word of God.

We believe that there is only one God.

We believe in the deity of our Lord Jesus Christ, in his Virgin birth and His sinless life, in His miracles, in His atoning death through His shed blood, in His ascension, and in His personal return in power and glory.

We believe that for the salvation of lost and sinful men, there must be a plan. Three parts are included in this plan of salvation: 1) repentance, 2) water baptism (in the name of Jesus and for remission of sin), and the 3) infilling of the Holy Spirit. (Acts 2:38, John 3:5)

We believe in the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a godly life.

We believe in the resurrection of both the saved and the lost; they that are saved, unto the resurrection of life and they that are lost, unto the resurrection of damnation.

We believe in the spiritual unity of believers in our Lord Jesus Christ.

We believe that God created the human person as either male or female in His image and likeness, that a person's sex is not changeable per God's design and that God's design for marriage and the family is the union of one man and one woman from whose union children are brought into the world. A person's life begins at the moment of his or her conception and should be protected until natural death.

## **2. MISSION STATEMENT AND SCHOOL PURPOSE**

*"Grounded in Truth through God's Word, Superior Academics in a Christian Environment,  
Building Character for Global Impact."*

Our school purpose is to offer a Christ-centered program which will effectively instruct the student in our basic Christian heritage, lead him to a personal knowledge of Jesus Christ as Lord and Savior, and help him develop the qualities of Christian character and Christian leadership. A superior academic program with emphasis on the subjects, meaningful experiences, and problem solving is offered at ACA. A strong reading program is maintained. Careful attention is used in curriculum planning, so that our academic program satisfies the requirements of the Tennessee State Board of Education (as published in their Rules, Regulations and Minimum Standards), and the requirements of the other points of our school purpose. Our curriculum and standards each

year reflect age-appropriate challenges that prepare our graduates to be admitted to college upon graduation. Our curriculum plan exceeds standard school requirements. Classes such as Career Exploration, College Prep, Physical Education, Bible, Arts and National Christian School Competition are included in their general studies.

### **3. OBJECTIVES IN EDUCATION**

Our objectives in the education of your children are as follows:

- I. Prepare children spiritually by instilling in them a personal responsibility to and appreciation for the Lord Jesus Christ.
- II. Prepare children to successfully live in a democratic system helping them to develop a sense of responsibility as a citizen and a Christian.
- III. Offer an instructional program that meets the academic needs of children, one that encourages them to think clearly, logically, and independently, achieving mastery in the tools of learning and communication.
- IV. To develop moral, ethical, and spiritual senses.
- V. Provide them with opportunities to develop an understanding of, and an appreciation for their own personal worth and that of others.
- VI. Provide opportunities to develop skills necessary for making a living.
- VII. Offer opportunities to participate in wholesome forms of recreation.
- VIII. To intensively prepare all graduates for college entry through College and Career Preparatory Programs.

### **4. ACCREDITATION/ASSOCIATION**

Apostolic Christian Academy has completed all necessary requirements for accreditation as set forth in the regulations and standards of the Tennessee Association of Non-Public Academic Schools and is recognized as a Category II, State accredited school by the Tennessee Department of Education. This status places Apostolic Christian Academy in company with the highest level of state accreditation for non-public schools. Our athletic teams are approved to compete in the Tennessee Secondary School Athletic Association (TSSAA). Apostolic Christian Academy is sponsored by First Apostolic Church and is accredited by the Christian Education Department of the Assemblies of the Lord Jesus Christ, which maintains a national charter with the federal government.

### **5. BIBLE CURRICULUM**

Bible study is recognized in Apostolic Christian Academy as a fundamental requirement for all students. It augments the subjects of Math, English, History, Social Studies, Science and Health. Without Bible study, a student can hardly be called educated in the true sense of the word. The

Bible says, "The fear of the Lord is the beginning of knowledge." The Bible offers the best guide for this life and the only hope for the life to come. There is no book that can enrich and influence the minds and the hearts of children like the Bible. It is with this in mind that we use a curriculum, which will take the student systematically and progressively on his grade level through the Word of God. Students will be able to compete in Intramural Bible Quizzing tournaments based on the collection of verses they are learning weekly.

## **6. TEACHER STANDARDS**

Teachers are certified by the State of Tennessee Department of Education or are currently working through the certification process. The foremost requirements for teachers of ACA, are an unselfish dedication to Christian education, a sincere love for children, and a complete devotion to the Lord Jesus Christ.

## **7. ADMISSION PROCEDURE**

- I. Application forms must be filled out online. They supply basic information concerning the student, including his/her educational experience and general background. The registration fee must accompany each application form. Parents must sign the statement of cooperation.
- II. An appointment for an interview by administration with the student and parent(s) will be requested. This interview may include informal questioning of the student and the parents to establish a foundation of understanding for home and school relationships. In the case of an application for re-admission, administration may feel an interview with the returning student and his/her parents may be productive for the student and the school.
- III. For all new students in 7<sup>th</sup> – 12<sup>th</sup> grade, a letter of recommendation (from a non-family member: pastor, coach, previous teacher) is required prior to admission. This letter is to be submitted to [admin@acamaryville.org](mailto:admin@acamaryville.org).
- IV. An entrance exam is required for all homeschooled students entering ACA.
- V. Final registration is only complete when we have: (1) the child's complete registration forms, (2) health records, (3) the registration fee, (4) at least one month's investment, (5) book fees, (6) previous school records, (7) and signed statement of cooperation. There is a two-business day processing period on all student applications submitted. Students will not be admitted to class until applications have been processed.
- VI. Apostolic Christian Academy is an institution that does not discriminate based on race, color, or national origin.
- VII. No new students will be admitted after February 1.

*All new students are accepted on a six-week trial basis. To satisfactorily complete this trial program, a student must maintain a (C) average and exhibit a cooperative attitude with our school*

*program. Each student's record is reviewed by the administration yearly, and the student's admission is based on specific criteria.*

*APOSTOLIC CHRISTIAN ACADEMY (ACA), as a private institution, reserves the privilege of setting and maintaining its own standards of student conduct, dress, cleanliness, and scholarship. The school maintains the right to refuse admittance to anyone it so chooses and to suspend or expel anyone who violates the standards or rules of conduct as defined by the school. In upholding the dignity granted to each person as male or female, ACA reserves the right to not admit any student who rejects his or her biological sex and adopts an identify of the opposite sex or who engages in any sexual behavior. Failure of a student or parent to uphold ACA's Statement of Faith may be grounds to deny admission or request a student find another school more in line with the student and/or parent's beliefs.*

## **8. THE SCHOOL DAY**

The school day at ACA begins at 8:00 a.m. and dismissal is 3:00 p.m. - 3:15 p.m. Please have your child/children arrive no earlier than 7:45 a.m. and remain no later than 3:15 p.m. unless previous arrangements are made with ACA for extended school care. Any student not enrolled in extended school care and who arrives before 7:45 a.m. or is not picked up by 3:15 p.m. will be charged \$3.00 for every 15-minute period accordingly. For security purposes, after 8:00 a.m., please ring the bell located on the preschool side to be admitted into the building.

## **9. SMARTCARE SYSTEM**

ACA uses the cloud-based system, SmartCare for billing and payment processing. This system will enable you to view your account and set up payment using a credit card, debit card, or checking/savings account. All financial transactions will be conducted via the SmartCare system. Please do not send money to the homeroom teacher. Parents will need to download the Smartcare app to manage the account.

## **10. REGISTRATION FEES**

Upon acceptance, the registration fee ensures a place in the classroom for each student and is non-refundable and is payable with each application yearly. General registration is \$125.00 and will end July 31<sup>st</sup>. Late registration is \$175.00 and begins Aug 1st.

## **11. INVESTMENT**

Accounts must be current before anyone will be allowed to pre-register. All delinquent accounts must be paid in full before the start of a new school year. If an account becomes delinquent at any time during the school year, the student will be subject to not being allowed to attend classes and any and all extracurricular activities will be suspended, until the investment is paid current. If a grading period should end and an account is not current, grade cards will be withheld until the investment is paid current. Parents whose accounts are not current will be notified and no grade cards, diplomas, or other records will be given until the amount owed is paid in full.

For your convenience, Investments are set up on a ten-month payment plan, and the first payment is due August 10th. Payments must be set up on auto-draft and will be drafted on the 10<sup>th</sup> of each month. Acceptable payments include: ACH — Automatic deduction from checking or

savings initiated by your bank; Debit cards; Credit cards\* (VISA, AMEX, MasterCard, Discover).

If payment is declined by the bank, your bank will make an NSF charge. You will be given a three-day grace period to resolve the issue and make the current payment. If payment is not resolved after the third day, a \$50.00 charge will be made to your account, and your child(s) will be subject to not being allowed back into class until payment is made.

*\* Any type of card, whether it be credit or debit, will have an additional fee of 2.85%.*

## **12. LUNCH PROGRAM**

Students may opt in for the lunch program each semester. Lunches will be prepared by ACA. Lunch fee will be accessed by number of school days per semester. The lunch fee is \$6.00 per day. The lunch fee will be charged weekly and must be paid in advance the Friday before. If your child is not a part of the lunch program, he/she must bring a lunch. If a packed lunch is not with your child, you will be charged \$8.00 and your child will be given a frozen meal. Food for parties must be cleared through the administration office a day in advance. Students are not allowed to use microwaves.

Students may have a clear container with water in the classroom. Dry snacks will be allowed during a designated time in the classroom.

## **13. BOOK FEES**

All book fees must be paid in full by July 1. Your child's books will not be ordered until book fees are paid in full. Please note that a \$25.00 late fee will be charged after July 2<sup>nd</sup>. The child will not be admitted to class if fees are unpaid. In the event a student loses his/her textbook, he/she will be charged a book replacement fee. Each student must provide his/her own supplies. We suggest that supplies not be purchased until the students have an opportunity to find out the supplies required by their teacher.

## **14. STANDARDS OF CONDUCT**

Any Christian school must provide an environment conducive to the spiritual growth and development of its young people. We believe that Christian students should avoid practices which cause the loss of sensitivity to the spiritual needs of the world and the loss of the Christian's physical, mental, or spiritual well-being (Romans 23:1-2). In order to allow spiritual growth, ACA has adopted the following standards for students in attendance while they are at school and at home.

- Integrity in the keeping of one's word, speaking the truth, doing one's own work, carrying out responsibility (doing assignments adequately and on time) and respecting authority.
- Respect for self, Apostolic Christian Academy and its employees and students, and the property of others.
- Courtesy extended in all relationships – student to student or student to teacher/staff.
- Stewardship of the property, supplies, and equipment of Apostolic Christian Academy, as well as wise stewardship of personal items.



- Preparation for class and readiness to learn.
- Students are to display a Christ-like attitude in all they do and say.
- Refrain from swearing, smoking, using indecent language, gambling, dancing, participating in occult activities, use of intoxicating beverages, experimenting with illegal drugs, or promiscuous conduct (being sexually active).
- Maintain high standards of courtesy, kindness, morality, and honesty. Be dressed appropriately and modestly.
- Be kind and helpful to young children and always respect those in authority. In this atmosphere of definite and positive Christian standards of conduct, there are opportunities for the development of strong and stable Christian character.

We do not allow any commercial, over-the-counter drugs to be taken at school. Before medication can be taken, it must be a prescription drug, and a doctor's note must accompany it. This note is good only on the prescription; if the drug is refilled, a new note from the doctor must accompany it. We adhere to this rule for the safety of our students.

**Students found to be out of harmony with the ACA ideals of work and life may be requested to withdraw whenever the general welfare of the school demands this.**

#### **Social media & Apps:**

Negative comments from students or parents regarding ACA, ACA staff, etc., on social media sites will not be tolerated as they are out of harmony with the ACA standard of conduct. Failure to comply with this policy may result in student withdrawal. Students should refrain from visiting websites and using other social media tools or apps that are out of compliance with the ACA standard of conduct.

#### **Banned Apps List:**

Administration reserves the right to ban any app deemed to be out of harmony with ACA's values. Specifically banned apps as of the revision date of this handbook are as follows:

- TikTok
- Snapchat
- Yik-Yak
- Omegle
- KIK
- Afterschool
- Chance
- Sneek
- Jiggler
- Group Me
- Secret

- Gogii Games
- DigitCalc
- Cyber Dust
- Slingshot
- Timehop
- Zoosk
- Charm
- Tenderly
- Backchat
- Lulu
- Glide

### **15. PROHIBITED ACTIVITES:**

In order to inform our ACA family, the following prohibited in-school activities (including time spent on buses or in transport to activities), for which disciplinary penalties will be assessed, are provided. While the actions described below represent a cross section of activities, no compilation can be all inclusive and students are expected to refrain from behavior that would be characteristic of the areas mentioned below.

#### **Attendance Parameters:**

- Tardiness to school or class (3 tardies will result in one absence).
- Leaving school campus without permission.
- Being in locations where students are not allowed.
- Excessive time out of class.
- Failure to sign out when leaving early.
- Excessive absences.
- Skipping class.
- Skipping school.

#### **Student Driver Parameter:**

The following specific activities may result in a student driver losing driving privileges. However, Administration reserves the right to revoke driving privileges for items deemed appropriate at the sole discretion of ACA.

- Excessive absences and/or tardies.
- Unauthorized leaving of campus.
- Unsafe operation of a vehicle.

#### **Dress Code:**

- Failure to conform to ACA's dress code as detailed later in this handbook.

**Academic Expectations:**

- Not being prepared for class.
- Not bringing your iPad to school and/or having it fully charged.
- Failure to meet classroom responsibilities.
- Failure to employ good study habits after repeated warning (not keeping a notebook, not taking notes, not keeping an assignment notebook, etc.).
- Failure to return documents by due date.

**Careless Behavior:**

- Running in the halls or in the classroom.
- Purposely holding door to classroom closed, or slamming doors; Horseplay.
- Throwing or shooting objects in the building.
- Reckless driving on school property or at any school event.
- Careless behavior in bathrooms.

**Classroom/School Etiquette:**

- Disruptive behavior that impedes the educational process.
- Insubordination to the teacher.
- Disrespect to peers and teacher.

**Inappropriate Behavior:**

- Inappropriate public displays of romantic affection (i.e., holding hands, kissing, excessive hugging).
- Bullying of all manners is strictly prohibited and will be dealt with severely.
- Fighting, including giving the appearance of fighting.
- Language and/or gestures that are vulgar, obscene, offensive, derogatory, or disrespectful will result in disciplinary action. The believer's talk should build up, not put down.
- Any sexual behavior by students is prohibited and contrary to God's Word. Any student engaging in sexual behavior is subject to disciplinary action including expulsion from school.
- Students who use language referring to or insinuating homosexuality or a gender identity inconsistent with a student's biological sex is strictly prohibited. Students who act/portray in a non-Biblical manner is strictly prohibited. Whether it is in a joking manner or not, ACA has a zero-tolerance policy, and will result in immediate administrative action, and be subject to expulsion from ACA.

**Dishonesty:**

- Dishonesty in any form, including lying, theft, cheating, and plagiarism (note: indication of cheating on any assignment will result in a score/grade zero.) Parent contact (through Jupiter) will result for first offense, and possible suspension thereafter. This guideline applies to the person copying as well as to the person knowingly supplying the material to be copied.
- Forging signatures or altering documents.

- Dishonesty in any manner while quizzing and testing.
- Altering grade reports.

**Disrespectful Behavior:**

- Rebellious or disrespectful attitude.
- Flagrant disrespect and disobedience.
- Littering.
- Disturbance or rude behavior in RUSH Service.
- Non-compliance with regulations pertaining to driving to school.
- Direct disobedience to any teacher or administrator.
- Deliberate destruction, defacing, or damage to school, church, student, and/or faculty property.
- Disrespect by word or action toward any faculty, staff member, or student.
- Display of any advertisements for items in whatever form (e.g., posters/stickers on books, lockers or on any personal possessions brought into the school) that are in conflict with the values of the school as stated in ACA objectives.

**Adhere to Tennessee State Law: Code 39-16-517:**

A person who recklessly, by any means of communication, threatens to commit an act of mass violence on school property or at a school-related activity commits a Class A misdemeanor. "Means of communication" means direct and indirect verbal, written, or electronic communications, including graffiti, pictures, diagrams, telephone calls, voice over internet protocol calls, video messages, voice mails, electronic mail, social media posts, instant messages, chat group posts, text messages, and any other recognized means of conveying information.

Any person who has knowledge of a threat of mass violence on school property or at a school-related activity and knowingly fails to report the threat commits a Class B misdemeanor. This is a very serious matter to ACA and law enforcement. There is a zero-tolerance policy in regards to this law and violators will be subject to judiciary measures in the state of Tennessee, and expulsion from ACA.

**16. DISMISSAL PROCEDURE**

To ensure the safe and orderly dismissal of students, the following dismissal procedure has been established.

- Students will only be dismissed to authorized individuals. Parents are required to notify the school should anyone other than a parent or sibling driver be authorized to pick up a child from school, including in the event of an emergency. That person, on the first several times picking up a child will be required to provide identification to ensure the child is released to an authorized individual. Should a child need to go home with a friend, it is the parent’s responsibility to notify the school. Absent authorization, the child will not be released to a non-parent.
- 1<sup>st</sup> – 8<sup>th</sup> grade students will walk from their classrooms with their teachers to the pavilion for dismissal.
- 9<sup>th</sup> – 12<sup>th</sup> grade students who drive will be dismissed at 2:50 p.m. to pick up their siblings

(if applicable) and to their vehicles. Non-drivers will be dismissed to the pavilion for dismissal.

- Student athletes will be responsible to report to scheduled practice.
- All student drivers must fill out a student driver form with the make, model, color, and license number of their vehicles, along with parental permission to drive to school. Students leaving school with another student must provide ACA written consent from the parents of both the passenger student and the driving student. All students must park to the side of the building in the area designated for student parking.

## **17. DISCIPLINE**

While discipline is basically positive training in the right directions (Proverbs 22:6), there is a negative side of correction and adherence to rules. The teachers and administration are given full discretion in the discipline of students. This may include various forms of positive reinforcement or the issuing of detention, suspension, or expulsion from the school. Examples of behaviors that may result in disciplinary action include those listed in the Standards of Conduct.

In order to best fulfill the goals of the discipline process, Apostolic Christian Academy has established a Standard of Conduct that defines expected student behavior and establishes the procedure and process for addressing disciplinary matters. Please be aware that student conduct and behavior outside of Apostolic Christian Academy can affect a student's standing at ACA as well as the reputation of ACA, therefore it is the expectation of the administration that students adhere to the Standards of Conduct at all times.

It is therefore also understood that violations of the Standards of Conduct both inside and outside of school, including breaks from school, may be addressed as a disciplinary concern by the administration. Students are specifically considered to be under school jurisdiction at any time at which they are under the direct supervision of Apostolic Christian Academy and its employees, including when riding a bus or attending a school function or activity.

- I. Believing that discipline is necessary for the welfare of the students, as well as the entire school, each teacher is given the authority to enforce disciplinary procedures.
- II. Detention will be served at the teacher's discretion on the designated day TBD. This communication will be conveyed to the parent and student through Jupiter. 4<sup>th</sup> – 12<sup>th</sup> grade students will receive detention. Siblings of a student serving detention must be picked up at dismissal.
- III. While most behaviors can be corrected by a classroom teacher or instruction from an administrator or staff member, repeated behaviors or more serious offenses may necessitate a conference, detention, suspension, or in the most serious of offenses or refusal to abide by the Standards of Conduct, expulsion from ACA as outlined below.

## **DISCIPLINARY PROCESS:**

### **Level I Category:**

Classroom Management. Disciplinary action will be taken for infractions of school policy and rules. Most disciplinary issues are managed by the teacher in the classroom, and the process can involve any of the following, separately or in combination as appropriate.

- Student conference with the teacher.
- Notification of behavior problems to parents (sent via Jupiter or phone call).
- Student conference with the Administrator.
- A parent-teacher-student or parent-teacher-administrator conference.
- Detention.

### **Level II Category:**

In-School Suspension. Number of days to be determined by administration.

### **Level III Category:**

Out-Of-School Suspension (Administration will determine the amount of time given and the terms of return to school). The Student will not be able to return until a parent/student/administration conference takes place.

### **Level IV Category:**

Upon the last result, if student refuses to change behavior pattern, and all measures have been exhausted, it will result in expulsion from Apostolic Christian Academy.

Restitution and restoration can be confirmed with visible student behavior and pastoral counsel and recommendation; reinstatement on probation can occur as well.

A formal report recording all infractions will be retained within the student's school file. It will outline the nature of the infraction, how the issue was addressed, and the action plan to resolve it. Follow-up steps will be amended to the initial report.

Disciplinary probation is sincerely intended as an intermediate step for the student to comply in spirit and action with the Standards of Conduct. Administration may require a student to enter into a behavioral contract. If this occurs, compliance is mandatory for the student to continue attending Apostolic Christian Academy. If there is no progress in attitude, behavior, or general academic achievement, the student will be asked to withdraw from the school or expelled by the action of the ACA Administration.

## **18. SUSPENSION OR DISMISSAL**

A student may be suspended or dismissed from school at any time he is found out of harmony with the rules and policies of ACA. In the case of suspension, the opportunity of make-up work will not be granted and there must be a conference between student and administration before the student will be allowed to return to classes. Decisions in these matters are the full responsibility of the administration and further reviews or appeals will not be considered.

APOSTOLIC CHRISTIAN ACADEMY (ACA) expects full cooperation from both student and parents in the education of the student. If at any time ACA feels that this cooperation is lacking, the student may be requested to withdraw.

### **19. WITHDRAWALS**

Withdrawals from school must go through the administration office. Students transferring to another school should do this at the end of a grading period. If one day of any grading period is attended, the full nine-weeks investment will be charged. Report cards and other records will not be issued to a transferring student whose account is not current.

### **20. TEACHER COMMUNICATION**

Please feel free to consult with the school administration about any problems or questions concerning the welfare of your child. It is the desire of ACA to be of service to both parents and student. We must ask that visits be made by appointment with the teacher at a convenient after-school hour. No parent is allowed in the classroom during the school day. **ACA policy is that teachers do not communicate with parents concerning school issues by text message.** Please do not text your child's teacher concerning school related matters. All communication with teachers should go through Jupiter. Any phone calls should be followed up with a summary of the communication being logged in Jupiter as well.

### **21. ABSENCES**

In case of absence, the parent or guardian must call the school office at 865-984-0046 by 9 a.m. to explain the absence. **When returning to school, the student must bring a note from a parent or guardian informing us of the absence.** Students arriving after 11:00 a.m. will be counted absent for the entire school day.

ACA has established absence guidelines for all students. Parents can excuse their children's absence for up to 10 days per year by providing a written note. In cases where a student exceeds the 10-day limit on parental notes, a written doctor's note is required for admission back to the classroom. ACA will accept up to 10 days of absence per year with a doctor's note. These guidelines have been put in place to ensure that students maintain regular attendance and receive the support they need to succeed academically.

ACA will acknowledge the following reasons for parent notes and making up work:

- I. Student personal illness
- II. Death in family (not to exceed 3 days)
- III. Illness in family requiring the student to give temporary help (a physician statement is required)
- IV. Absences excused by the principal (if prior to the student's absence, the parent or guardian consults the principal and agrees that the absence is legitimate, the absence shall be excused). **Vacations should be scheduled during the summer or school holidays.**
- V. Circumstances that, in the judgment of the principal, create emergencies over which the student has no control.

If an absence falls outside of these guidelines, the absence will be deemed unexcused, and the student will not be allowed to make up their work. In the event that your student exceeds 10 days on a parent note, the following system will take place:

- All absences that exceed the attendance policy will result in a zero in each class, and the student will not have the chance to make up assignments, quizzes, or tests.
- After exceeding the number of days of absences for the year, the student must complete course recovery work by administration to be re-admitted to Apostolic Christian Academy.

**Absences will be assessed by homeroom class, and 3 tardies = 1 absence.**

Truancy offenses may result in a referral to juvenile court. Students who chronically miss school will be subject to dismissal. No refunds are made due to absences. Any student who misses 10 or more unexcused days per semester may fail that semester.

If a student is absent within the allotted attendance policy, the teacher will permit the student to make up missed assignments. If an absence is anticipated, the student must secure permission to be absent and, therefore, makeup assignments. We strongly urge that dental and medical appointments not be made during school hours.

**After 5 absences in a semester, parents will be required to meet with ACA Administration.**

## **22. TARDIES**

A student arriving after 8:00 a.m. shall be considered tardy and must report to the school office before they will be admitted to class. A student leaving early after 11:00 a.m. or before the end of the school day will be treated as tardy. Students arriving after 11:00 a.m. will be counted absent for the entire school day.

Students may not exceed 10 tardies per semester. After 8 tardies in a semester, parents will be required to meet with ACA Administration and student drivers will be in jeopardy of losing their driving privileges.

If a student rides to school with someone other than their parents and is tardy, the student will be required to contact their parent by phone in the office. Student drivers that are tardy will be required to contact their parent by phone in the office. Excessive tardies may result in dismissal from school. If a student is late to a class period, the teacher will document the tardy in Jupiter.

## **23. MAKE-UP WORK**

The responsibility of initiating make-up work belongs to the student and parent. Students will have an equivalent number of days missed to make up work. For example, if three days were missed, then the student will have three days to complete any missed assignments, take quizzes or make up tests. If a student misses class on a day that a test is scheduled, or an assignment is due, then the student must take the test and/or turn in the due assignment on the first day he/she returns to school.



## **24. SENIOR POLICY**

A student who is enrolled in school and becomes 20 years of age within the school year is not eligible to attend. Our graduation ceremony is generally held the first Sunday in June at 6:00 p.m. Each graduate will need to prepare for the following their last month of school:

- I. Reception Table at Graduation (memories, pictures, guest book). Outside food will not be permitted at senior table. All items must fit on 6ft. tabletop (no free-standing items around table).
- II. Student will need to submit pictures from childhood through current school year to the school office. All pictures must be in harmony with ACA standard of dress and conduct.
- III. Graduation Fee (Covers diploma and reception cost) and is included in Investment. Graduation Cap and Gown is an additional fee.

## **25. DUAL ENROLLMENT**

Students eligible for college dual enrollment program must submit a proposed college schedule to ACA administration prior to college registration. A DE form must also be completed and turned in before student has permission to leave campus for classes. Once approved by administrators, the student must bring a master schedule to school office for records. Apostolic Christian Academy must receive a copy of college transcript each semester. Please note this program is an additional cost and will be paid directly to college.

## **26. REPORT CARDS**

The purpose of our report system is to give parents and students an indication of the progress, or lack of progress being made. Each child's ability, attitude, and application are taken into account in grading.

Our faculty consistently endeavors to know each of the students and to help each student to experience academic success. It is our firm belief that when a student experiences academic success or learns a skill he/she is pleased, thus enhancing a healthy self-concept. However, if a student lacks academic motivation and does not respond to instruction, the academic progress will not be realized. Our observation has been that academic success produces more academic progress in the non-motivated student.

Our grading system may not be the same as other schools and should not be used for comparison. We encourage our students to work hard and to develop good study habits and to work up to his or her capacity.

<b>K5 – 2<sup>nd</sup> Grade Rubrics</b> (some elective courses use this system)		
E+	G+	S
98-100	87-89	70-79
E	G	N
93-97	83-86	60-69
E-	G-	U
90-92	80-82	< 60

<b>3<sup>rd</sup> – 12<sup>th</sup> Grade</b>	
<b>A</b>	(90-100) Indicates excellent progress
<b>B</b>	(80-89) Indicates commendable progress.
<b>C</b>	(70-79) Indicates acceptable progress.
<b>D</b>	(60-69) Indicates below average
<b>F</b>	(0-59) Indicates failure
<b>I</b>	Indicates incomplete – student does not promote to the next grade

**K5 – 12<sup>th</sup> Grade Weighting:**

Homework/Seatwork	30% of Overall Grade
Quizzes	25% of Overall Grade
Tests	25% of Overall Grade
Projects (if applicable)	20% of Overall Grade

**Honors Scale:**

Highest Honors	89.5 – 100
High Honors	83.5 – 89.4
Honors	79.5 – 83.4

**Honor Graduation Cords:**

Summa Cum Laude	3.80 - 4.00 - Gold Cord
Magna Cum Laude	3.65 - 3.79 - Silver Cord
Cum Laude	3.50 - 3.64 - White Cord

***To qualify for Valedictorian or Salutatorian, students must have completed their junior and senior years as ACA students, taken the ACT, and be in good standing with ACA's code of conduct (subject to administrative discretion).***

## **27. HOMEWORK**

Believing that homework is an integral part of the school program, each teacher is at liberty to give homework to aid the student to advance in his/her studies. Therefore, each student is required to complete his/her homework assignments. Homework is given for the following express purpose:

- I. For practice. It is given so that the material will be mastered.
- II. For remedial activity. As instruction progresses, various weak points in a student's grasp of a subject become evident. Homework following instruction is given to overcome such difficulties.
- III. Teaches the student responsibility to finish unsupervised tasks.

Book reports, compositions, special research assignments and projects are some of the activities that are frequently the subject of homework attention, particularly on the junior high and senior high levels.

Delinquent homework (3 days) will result in a zero for 4<sup>th</sup> – 12<sup>th</sup> Grade. Incomplete homework will be given a grade based on percentage of the work completed. The only way a student will receive a zero is if the student made NO effort to do their work. Students are given class time to work on assignments. Assignments not completed in class will be assigned as homework. Four homework grades are dropped throughout the school year (1 per quarter). We do request full cooperation from parents in seeing that the assignments are completed.

## **28. CELL PHONE POLICY**

Students will not be permitted to have cell phones in their possession throughout the school day. All cell phones must be left in the student's vehicle or in a holding bin in the office during the school day (7:45 a.m. – 3:00 p.m.). Failure to do so will result in confiscation of the cell phone. A parent or legal guardian must retrieve the cell phone from the school office. The second violation will result in the parent being asked to sign a contract stating that the third violation will result in the student being banned from having any cell phone on campus. After the third offense, if the student is caught with any cell phone, it will result in 2 days of suspension. Apple watches or any other smart watch devices are not permitted during the school day. Students should keep them in their vehicle or in a holding bin in the office. If a student is wearing their device during school hours, it will be taken to the office for a parent/legal guardian to pick up. ACA and its employees will not be held responsible for lost, damaged or stolen property. The school is not obligated to investigate the loss or damage of a cell phone. Should a student's cell phone be confiscated, it will only be returned when a parent/guardian comes to the school to retrieve it. **There will be absolute ZERO TOLERANCE on cell phone use.**

### **29. TABLET DEVICE POLICY**

School-issued tablets are the only electronic devices allowed during the school day. All personal tablet devices must be left in the student's vehicle or in a holding bin in the office during the school day (7:45 a.m. – 3:00 p.m.) Students may not video or take pictures during the school day (7:45 a.m. – 3:00 p.m.) with their phone, laptop, or tablet device. ACA will not be held responsible for lost, damaged or stolen property.

### **30. SOCIAL MEDIA POLICY**

To help guide students on the appropriate use of social media, ACA has adopted the following policy. The purpose of the policy is to ensure that students' use of social media is consistent with the values of ACA and does not undermine or negatively impact the learning environment.

Accordingly, the following guidelines apply:

- I. Students are expected to be respectful toward their peers when using social media. Bullying, harassment, disrespect, or threatening statements toward other students through social media will be addressed as a disciplinary issue if it has any effect on the learning environment or violates the Standards of Conduct.
- II. Students are expected to be respectful toward ACA personnel, teachers, administrators, and staff and toward other adult members of the school community when using social media. Communication that is disrespectful toward the school, its personnel, or other members of the school community will be addressed as a disciplinary matter and a violation of the Standards of Conduct.
- III. Inappropriate graphics and/or images should never be posted by students on social networking sites. If activity of this nature interferes with the respectful learning environment expected at ACA, the matter will be addressed as a disciplinary issue.

### **31. INCLEMENT WEATHER**

In case of bad weather conditions, we follow the Blount County School cancellation schedule. If Blount County schools are closed or delayed, ACA will be closed or delayed also.

In the event of ACA's closure due to severe weather conditions, all extracurricular activities, including but not limited to sports games and practices, will be canceled at the discretion of the school administration.

### **32. LOST AND FOUND**

Lost and Found will be cleaned out routinely. All students need to label their uniforms. Unclaimed items will be donated.

### **33. SEARCH AND SEIZURE**

Apostolic Christian Academy reserves the right to search lockers, desks, vehicles, or personal belongings for objects or materials deemed non-compliant with school rules or that threaten the safety of the school or the students. The confiscated property will be returned at the discretion of the school administration. Please refer to T.C. 49-6-4205.

### **34. CAMPUS SECURITY**

ACA makes every effort to provide a safe learning environment for all students. Accordingly, as noted in our dismissal policy, we take appropriate steps to ensure students only leave with authorized individuals. Weapons of any kind are not permitted on ACA's campus. Violation of this policy may result in the immediate expulsion of the student.

In the event of an emergency on campus, ACA will take all appropriate steps to promptly notify parents of the situation as it is able, understanding that the safety of our students and personnel take priority in any such situation. Please do not come to campus in such an event until instructed to do so by ACA personnel. Any alteration to dismissal procedures set out in this Handbook will be communicated in such an event.

ACA does maintain security cameras on campus. Footage from those cameras is kept for a limited period of time and is for the exclusive use by ACA to ensure individuals on campus are safe and to assist in the investigation of any on campus incidents. ACA may, in its sole discretion, allow a parent to review certain footage if necessary to address an issue that took place on campus and is captured on the footage, but review of such footage is the exception rather than the rule.

As required by law, ACA shall report any incidents where ACA knows or has reasonable cause to suspect that a child has been the victim of abuse or neglect. All such reports shall be made consistent with the provisions of Tennessee law.

Should any student or the parent of any student believe the student has been the victim of bullying, harassment, or abuse by another student or any administrator, faculty, or staff of ACA, we encourage them to report the matter immediately to the principal of the school or the pastor so the matter may be reviewed and, if necessary, reported as may be required by law.

### **35. SCHOOL DRESS**

Boys shall have their hair cut neatly above the ears and collar. Facial hair, including sideburns below the earlobe, mustaches, etc. are not permitted. Long pants, shirts, and shoes are required. No extreme fads in dress or hair (including dying of hair), nor sloppiness will be allowed.

Girls shall wear dresses or skirts that cover the knee. No pants, pant dresses, shorts or sundresses are allowed. No fur or lace. Sleeveless or brief cap sleeves are not permitted. No extreme fads in dress or hair (including dying of hair), nor sloppiness will be allowed. The wearing of jewelry (with exception of one ring of purpose and a brooch on Fridays only) and makeup, including colored nail polish on fingernails or toenails is not permitted.

The dress code is to be followed at all school functions. This includes orientation, special services, ceremonies, meetings, and programs. ACA upholds the biblical standard of modesty. Since modesty is subject to interpretation, the school reserves the right to define modesty in situations not covered herein.

If your child is out of compliance with the school dress code, he/she will be sent home or parents will be required to bring appropriate clothing.

### **36. ACA UNIFORM DRESS CODE GUIDELINES FOR GRADES K5-12**

French Toast Source Code: QS5GDTE

Land End Preferred School Number: 900144734

ABC Monogram – 865-984-1314

- All clothing must be clean and neat. Clothing should be free of wrinkles, strings, frayed edges, holes, and tears.
- Students must wear clothing that fits appropriately: no oversized clothing or skintight clothing.
- **Red Wine color Flancy's are permitted** (Wine may not be worn with burgundy polo or crew neck )
- Only ACA school logo and emblems will be allowed on clothing.
- Clothing marked with an asterisk (\*) must be purchased from French Toast or Lands' End. These items include burgundy and the ACA burgundy and gray plaid.
- General colors are black, white, burgundy\*, and gray.
- All visible undershirts, tank tops, t-shirts, and camisoles worn under shirts and blouses must be solid white, black, or gray.
- All males must wear a belt. Belts for males and females must be made of leather or cloth. Belt buckles must be plain and standard size: no oversized buckles or buckles with emblems, signs, logos, or any other embellishments. Silver metal on belt buckles is permitted (gold buckles are not permitted.).
- If a skirt has belt loops, the female student must wear a belt.
- All skirts and jumpers must cover the knees completely (even when the female is seated). Make sure that approved items from French Toast or Lands' End will fit your child appropriately (length, tightness, etc.).
- Outerwear worn in the classroom such as coats and jackets must be solid black or gray.
- All shoes must be closed toe and closed back. Only athletic shoes approved by administration may be worn in the classroom. Athletic shoes must be school colors (Ex. black/white, solid black, black/gray, gray/white, etc.). Light pink accents will be permitted for girls' shoes.
- ABC Monogram has ACA school crest on file for printing on items.
- School code will be assigned for online retailers. Also, a custom catalog of ACA approved items will be available.

#### **GIRLS**

##### **A. Jumpers**

- a. Colors – solid black, gray, burgundy\*, ACA plaid\*
- b. Material – cotton, cotton twill, polyester, cotton poly, chino, etc. **NO DENIM OR CORDUROY**
- c. Length – must be long enough to cover the knees completely (even when the student is sitting)
- d. No painter or cargo style jumpers
- e. Hems must be sewn and intact

##### **B. Traditional Uniform Skirts**

- a. Colors – solid black, gray, burgundy\*, ACA plaid\*
  - b. Material – cotton, cotton twill, polyester, cotton poly, chino, etc. NO DENIM OR CORDUROY
  - c. Length – must be long enough to cover the knees completely (even when the student is sitting)
  - d. No painter or cargo style skirts
  - e. No lace
  - f. Hems must be sewn and intact
  - g. Splits may not extend past the bottom of the knee
- C. Classic Polo Style Shirts
- a. Colors – solid black, white, gray, burgundy\*
  - b. Sleeves – short or long-sleeved: no cap sleeves and underarms must be covered
  - c. Standard 2-3 buttons
  - d. Collar – turn-down collar
- D. Collared Blouses
- a. Colors – solid black, white, gray, burgundy\*
  - b. Sleeves - short or long-sleeved: no cap sleeves and underarms must be covered
  - c. If a dress shirt has a button-down collar, it must be buttoned.
- E. Turtlenecks
- a. Colors – solid black, white, gray, burgundy\*
  - b. Must be worn under another uniform garment only (jumper, polo, oxford, sweater, vest, sweatshirt, or fleece). The wearing of turtlenecks alone is NOT permitted.
- F. Sweater Vests
- a. Colors – solid black, gray, burgundy\*, ACA plaid\*
  - b. Must be worn with a collared shirt or turtleneck
  - c. No fur or lace
  - d. Cardigan, V-neck, or crewneck pullover
- G. Sweatshirts or Fleece Worn inside the Building
- a. Colors – solid black, gray, burgundy\*
  - b. School crest is suggested
  - c. No hoods or hoodies
  - d. No fur or lace
  - e. Must be worn with a collared shirt or turtleneck
- H. Casual Shoes
- a. All shoes must be closed-toe and closed-heel
  - b. Color - solid black, gray, or silver
  - c. Plain boots are permitted (western, combat, or fur on boots are not permitted)
  - d. Kindergarten students will be required to wear conservative tennis shoes (no high-tops or light-up shoes) to school every day with the exception of RUSH. Tennis shoes must be school colors. Students must wear casual dress shoes for RUSH.
- I. Leggings, Socks, Tights or Hose
- a. Colors – black, white, or gray
  - b. Burgundy\* printed socks, tights, leggings must be purchased at French Toast or Lands' End

- c. Leggings must be solid color (black, white, or gray)
- J. Belts
  - a. Colors – black or gray
  - b. Must be made of leather or cloth
  - c. Belt buckles must be plain and standard size, no oversized buckles or buckles with emblems, signs, logos, or any other embellishments
  - d. Silver buckles are permitted (gold buckles are not permitted)
- K. Friday Attire
  - a. NO ATHLETIC SHOES
  - b. Dress attire within school colors is permitted (Black, White, Gray, Burgundy). Embellished clothing, burgundy from outside sources, patterned clothing, scarves, pins are acceptable on Friday only.
- L. Outerwear
  - a. All coats must be black or solid gray if worn in the classroom.
- M. Gym Uniform **(5th Grade – 12th Grade)**
  - a. Must wear school-approved gym shirt (Order from School Office)
  - b. Must wear black Snoga skirt (Order from school office)
  - c. Athletic shoes must be worn in gym. Athletic shoes must be school colors (Ex. black/white, solid black, black/gray, gray/white, etc.) Light pink accents will be permitted for girls.
  - d. Socks must be white, gray, or black
  - e. Tank tops under gym shirts must be white, if worn
- N. Gym Uniform **(K5 – 4th Grade)**
  - a. Athletic shoes must be worn in gym.
  - b. Athletic shoes must be school colors (E.g., black/white, solid black, black/gray, gray/white, etc.). Girls will be permitted to wear light pink accents.
- O. Hair Accessories
  - a. Must be black, white, gray, burgundy, or silver (patterns accepted)
  - b. Can purchase school spirit hair bows from ACA provider

## BOYS

- A. Traditional Uniform Pants
  - a. Colors – solid black, gray, burgundy\*
  - b. Material – cotton, cotton twill, polyester, cotton poly, chino, etc. NO DENIM OR CORDUROY
  - c. No painter or cargo style pants
  - d. Hems must be sewn, intact, and may not touch the ground
- B. Classic Polo Style Shirts (*must be tucked in at all times*)
  - a. Colors – solid black, white, gray, burgundy\*
  - b. Sleeves – short or long-sleeved
  - c. Standard 2-3 buttons
  - d. Collar – turn-down collar
- C. Dress Shirts (*must be tucked in at all times*)
  - a. Colors – solid black, white, gray, burgundy\*, ACA plaid\*



- b. Sleeves - short or long-sleeved
  - c. If a dress shirt has a button-down collar, it must be buttoned
- D. Turtlenecks (*must be tucked in at all times*)
  - a. Colors – solid black, white, gray, burgundy\*
  - b. Must be worn under another uniform garment only (polo, oxford, sweater, vest, sweatshirt, or fleece). The wearing of turtlenecks alone is NOT permitted.
- E. Sweater, Sweater Vests
  - a. Colors – solid black, gray, burgundy\*, ACA plaid\*
  - b. Must be worn with a collared shirt or turtleneck
  - c. Cardigan, V-neck, or crewneck pullover
- F. Sweatshirts or Fleece Worn Inside the Building
  - a. Colors – black, gray, burgundy\*
  - b. School crest is suggested
  - c. No hoods or hoodies
  - d. Must be worn with a collared shirt or turtleneck
- G. Dress or Casual Shoes
  - a. All shoes must be closed-toe and closed-back
  - b. Color- solid black or gray
  - c. Plain boots are permitted (western or combat boots are not permitted)
  - d. Kindergarten students will be required to wear conservative tennis shoes (no high-tops or light-up shoes) to school every day with the exception of RUSH. Tennis shoes must be school colors. Students must wear casual dress shoes for RUSH.
- H. Athletic Shoes
  - a. All shoes must be closed-toe and closed-heel
  - b. Athletic shoes must be school colors (Ex. black/white, solid black, black/gray, gray/white, etc.)
- I. Socks
  - a. All male students must wear socks
  - b. Colors – Black, gray, and burgundy\* or printed socks may be purchased at French Toast or Lands’ End
  - c. Must cover the ankles (no ankle socks)
- J. Belts
  - a. Colors – black or gray
  - b. Must be made of leather or cloth
  - c. Belt buckles must be plain and standard size: no oversized buckles or buckles with emblems, signs, logos, or any other embellishments. Silver buckles are permitted (gold buckles are not permitted)
- K. Friday Attire
  - a. Dress attire within school colors is permitted (Black, White, Gray, Burgundy). Patterned clothing and burgundy from outside sources are permitted. Boys must wear a tie to RUSH.
  - b. Dress shoes are required. NO ATHLETIC SHOES.
  - c. Boys must wear a collared button up, oxford style shirt with a tie. Polos are not allowed.

L. Outerwear

- a. All coats must be black or solid gray if worn in the classroom

M. Gym Uniform (**5th – 12th Grade**)

- a. Must wear school-approved gym shirt (Order from School Office)
- b. Must wear solid black gym pants – stripe is acceptable (white/gray)
- c. Athletic shoes must be worn in gym. Athletic shoes must be school colors (Ex. black/white, solid black, black/gray, gray/white, etc.)
- d. Socks must be white, gray, or black

N. Gym Uniform (**K5 – 4th Grade**)

- a. Athletic shoes must be worn in gym.
- b. Athletic shoes must be school colors (ex. black/white, solid black, black/gray, gray/white, etc.)

*\*Must be purchased from French Toast or Lands' End. These items include burgundy and the ACA burgundy and gray plaid.*

### **37. PRIVATE MUSIC LESSONS**

Apostolic Christian Academy provides the opportunity for private music lessons to students in grades 3 through 12.

For students in grades K5 - 2<sup>nd</sup>, there will be an opportunity to be introduced to chorus throughout the year, and they will get to sing during Jr. RUSH services. There will be no additional fees for this opportunity provided.

Private lessons for 3<sup>rd</sup> – 12<sup>th</sup> grade are set to begin in the fall and will conclude at the Spring Recital. Private lessons are an additional cost and will be required to be kept current in order to continue lessons. For further questions, please reach out to the front office.

### **38. BEFORE AND AFTER SCHOOL CARE**

Students 5-12 years of age are given the opportunity to be a part of the Before and After School Care programs provided by Apostolic Christian Academy. The after-school care hours are 3:15 p.m. – 6:00 p.m. during the school year. Drop off time for before school care begins at 6:30 a.m. At 7:45 a.m. the students will be directed to their homeroom teacher to begin the school day.

ACA does not allow any electronics in the before and after school care programs. This includes cell phones, personal iPads, school iPads, laptop computers, and gaming devices.

Standard before and after school fees apply. To register, please call the preschool office at 865-982-4901.

### **39. JUPITER GRADES**

Each parent and student will be given log in information to sign into Jupiter Grades at orientation. Parents will need to opt in to receive texts, emails, and alerts. You can use Jupiter Grades to view your child's grades, assignments, syllabus, discipline, and class announcements. If you are not

receiving Jupiter messages or having trouble logging in, please contact Emily Cooper at 865-984-0046 or visit the reception desk.

#### **40. VISITORS**

All persons entering the school campus must report to the reception desk to obtain a visitor's pass. Visitors will be required to sign in and out. The visitor pass must be worn while in the building. Parents will need to write a note of permission for a person to visit their child. Arrangements must be made one week prior to the visit. No visitor is allowed upstairs without authorization.

#### **41. MISCELLANEOUS SCHOOL ACTIVITIES**

ACA is committed to offering students a comprehensive education that goes beyond the classroom, incorporating various activities and field trips throughout the school year. It's important to note that while these activities enhance the educational experience, they may come with additional costs. In such scenarios, these costs will be communicated clearly and well in advance, allowing families to plan accordingly.

All students are requested to participate in certain essential school-related functions as they are integral to school community and unity. These essential functions include K5 graduation, Senior Graduation, Christmas Spectacular, and Spring Program. Other functions may be added by Administration throughout the school year.

Additionally, it is mandatory for 9<sup>th</sup> – 12<sup>th</sup> grade students to participate in the National Apostolic Christian School Competition (NACSC) each school year, while students in 7<sup>th</sup> – 8<sup>th</sup> grades are strongly encouraged to participate.

# STATEMENT OF COOPERATION AND AGREEMENT

## 1. Payment Procedures

### Kindergarten – 8th Grade Investment

	<u>MONTHLY</u>	<u>ANNUALLY</u>
<b>K5-8th Grade</b>	\$600.00	\$6,000.00

### 9<sup>th</sup> – 12<sup>th</sup> Grade Investment

This investment includes Class Trip (meals not included), Jr./Sr. Class Banquets and Graduation Reception. (\*Graduation Cap and Gown is an additional fee)

	<u>MONTHLY</u>	<u>ANNUALLY</u>
<b>9<sup>th</sup> – 12<sup>th</sup> Grade</b>	\$655.00	\$6,550.00

For your convenience, Investments are set up on a ten-month payment plan, and the first payment is due August 10th. Payments must be set up on auto-draft and will be drafted on the 10<sup>th</sup> of each month. Acceptable payments include: ACH — Automatic deduction from checking or savings initiated by your bank; Debit cards; Credit cards\* (VISA, AMEX, MasterCard, Discover).

If payment is declined by the bank, your bank will make an NSF charge. You will be given a three-day grace period to resolve the issue and make the current payment. If payment is not resolved after the third day, a \$50.00 charge will be made to your account, and your child(s) will be subject to not being allowed back into class until payment is made.

Accounts must be current before anyone will be allowed to pre-register. All delinquent accounts must be paid in full before the start of a new school year. If an account becomes delinquent at any time during the school year, the student will be subject to not being allowed to attend classes, and any and all extracurricular activities will be suspended until the investment is paid current. If a grading period should end and an account is not current, grade cards will be withheld until the investment is paid current. Parents whose accounts are not current will be notified, and no grade cards, diplomas, or other records will be given until the amount owed is paid in full.

*\* Any type of card, whether it be credit or debit, will have an additional fee of 2.85%.*

**Registration Fee:** Upon acceptance, the registration fee ensures a place in the classroom for each student is non-refundable and is payable with each application yearly. General registration is \$125.00 and will run through July 31st. Late registration is \$175.00 and begins Aug 1st.

## Book Fees:

### ANNUALLY

K5	\$400.00
1 <sup>st</sup> – 12 <sup>th</sup> Grade	\$500.00

All book fees must be paid in full by July 1. Your child's books will not be ordered until book fees are paid in full. Please note that a \$25 late fee will be charged after July 2

\*ACA has done its best to estimate the investment and fees for the upcoming year. However, all fees are subject to change, and any unforeseen fees may be added at any time.

\*Registration fees, book fees, and investments are nonrefundable.

\*Prices listed are based upon the student being enrolled throughout their entire high school career and account for various extracurriculars such as trips. The investment will be adjusted if a student enters partway through his or her high school career to make up for such extracurriculars.

***\*Registration fees, book fees, and tuition are nonrefundable.***

2. Since the fees do not cover the actual cost of educating our child/children, we recognize that participation is needed in prayer and service. In order to properly share in his/her training, we also recognize that prompt, consistent payment of our account is extremely vital to the school and will handle our business relationship with the school accordingly.
3. All new students are accepted on a six-week trial basis. To satisfactorily complete this trial program, a student must maintain a (C) grade average and exhibit a cooperative attitude with our school program.
4. In full cooperation with the school, I sincerely pledge my loyalty to the aims and ideas of the school and will bring any and all questions and criticism directly to the administration so that those in authority may properly consider them.
5. Please be aware that posting negative comments on social media sites about ACA, ACA staff, or other related topics is unacceptable. This behavior goes against ACA's values of compliance and parental/guardianship partnership. If this policy is not followed, it may result in the withdrawal of the student.
6. The teachers and administration are hereby given full discretion in the discipline of my child/children. This may include various forms of positive reinforcement or the issuing of detention, suspension, or expulsion from the school.

7. I also give my permission for my child to participate in all school activities, such as physical education activities and school-sponsored trips, etc. I authorize ACA to take photographs and/or videos of school activities and post them for promotional purposes benefiting the school.
  
8. In case of an accident or serious illness to my child (student), I request the school personnel contact me. If they are unable to reach me, I hereby authorize them to call my physician, and to follow his/her instructions. If it is not possible to contact his physician, the school personnel may make the necessary arrangements.
  
9. I understand that no student will be accepted by **APOSTOLIC CHRISTIAN ACADEMY** who has experimented with illegal drugs or participated in occult activities. I understand any use/experiment of contraband drugs will result in immediate expulsion with no right to appeal. I understand that students of **ACA** are expected to keep high standards and to have high moral conduct. No student sexually active will be admitted to **ACA**. I further understand that any violation of this rule will result in expulsion.

**NOTE:** Parents/guardians of the student named above, has he/she ever been disciplined by any other school for the use of drugs or for promiscuous behavior? **YES** \_\_\_ **NO** \_\_\_

If yes, when and what action was taken?

10. I further agree to hold the school and its agents harmless for the liability to my child or any guardian or parent thereof because of any claims on behalf of my child against the school or any agent thereof because of any injury or alleged injury to my child. Should legal action, for any reason, be taken against Apostolic Christian Academy or any employee or agent thereof, on my child's behalf and the school or its' agent not be found at fault, I agree to pay any attorney fees, court fees, damages or other cost that Apostolic Christian Academy or its' agent should incur to defend itself against such action.
  
11. I understand that the tuition for my child/children attending ACA is arranged on, and is due on, the first of each month, August through May. Furthermore, it is understood that if payment has not been received by the 10th of the month, a late fee will be added and my child/children will not be allowed to attend class until the tuition is paid current. I also understand that grade cards will be withheld until the past due amount is paid and that the annual offer of discounted price pre-registration will not be available to any delinquent account.

**12. Maintaining the integrity of the learning environment is the top priority**

- Students will NOT be permitted to have cell phones in their possession throughout the

school day.

- Students **MUST** leave their cell phones in their vehicle or in the holding bin at the reception desk during the school day; cell phones shall cause no disruption.

**If a cell phone is not left in their vehicle or in the holding bin at the reception desk, disciplinary action will include but is not limited to confiscation of the phone.** Additionally, student abuse of this policy will result in the student losing the privilege to be able to carry a cell phone permanently, or for a period of time determined by an administrator.

- **The first and second confiscation of the phone will only be returned when retrieved by a parent or guardian.**
- **The third offense will result in student being banned from having any cell phone on campus.**
- **After the third offense, if the student is caught with any cell phone, it will result in 2 days of suspension.**

**There will be absolute ZERO TOLERANCE on cell phone use.**

This is a contract regarding my student's possession of a cellular telephone on campus. On the third offense, your child will not be able to have any cell phone on campus. If he/she is caught with any cell phone, it will result in two days of suspension. Furthermore, I understand that the school and its employees are in no way responsible for any theft or damage of my child's cellular phone while on school grounds. The school is not obligated to investigate the loss or damage of a cell phone. Should my student's cell phone be confiscated, I understand that it will only be returned when I come to school to retrieve it.

### **13. Plagiarism:**

- 1) I understand that Plagiarism constitutes theft and fraud.
- 2) I have been educated about the meaning of plagiarism and understand the terms "plagiarism," "quotation," "paraphrase," and "source acknowledgment."
- 3) I specifically know that copying words from the **internet** without crediting the source constitutes plagiarism.
- 4) I have learned ways to avoid plagiarism by always acknowledging the source of any **borrowed** passage, sentence, or key idea that I use in my own writing. I will put language copied from any source (including electronic sources) into quotation marks and acknowledge the author. If I paraphrase published language, I will give credit to the author, even if I change the words.
- 5) I will never ask anybody to write a term paper for me, and I will not buy an essay online and claim to have written it myself.
- 6) I understand that if I plagiarize despite this agreement, I will face the following disciplinary consequences:
  - a. Any essay that plagiarizes will be considered an F, even if it is a draft.
  - b. A written report of the plagiarism incident will be submitted to the ACA administration.

- c. I may be allowed to write another paper to make up for the plagiarized paper, but the grade of the second paper will be considered an F.
  - d. If plagiarism reoccurs in another assignment, I will fail the course.
- 7) I understand that cheating of any kind will not be tolerated and will result in my receiving a ZERO on the assignment or test and may result in disciplinary action up to and including expulsion from ACA. This means that not only will I not cheat off another student, but I will not knowingly permit another student to cheat off of me or do another student's work.

By signing below, I, the student and parent of student, agree to abide by the rules set out in this Handbook and uphold the provisions of the Statement of Cooperation and Agreement.

\_\_\_\_\_  
Print Name of Student

\_\_\_\_\_  
Signature of Student

\_\_\_\_\_  
Print Name of Parent

\_\_\_\_\_  
Signature of Parent

\_\_\_\_\_  
Date